



## Meeting Summary

## Project Management Methodology Group Meeting Minutes

**DAY:** 01/29/2007  
**TIME:** 9:00 am – 10:00 am  
**LOCATION:** 3900 Wake Forest Road – 39A

<b>Meeting Called By:</b>	Alisa Cutler	
<b>Meeting Purpose:</b>	Discuss proposed documents	
<b>Attendees:</b> ✓ attended in person ☎ attended by phone	✓ EPMO - Alisa Cutler ✓ ITS - Glen Poplawski DPI - Annette Murphy SOS - Jim McManus ✓ ITS - Tim Walters	DOR - Barbara Bostian DOR - Janet Flanders ✓ DHHS - Charles Fraley DOT - Vicky Kumar
<b>Meeting Documents:</b>	Project Closeout & Lessons Learned documents.	
<b>Attachments:</b>	NA	

## Key Points Discussed

1	Project Closeout & Lessons Learned <ul style="list-style-type: none"> <li>◆ The Project Closeout &amp; lessons Learned is the new focus of the Methodology Group.</li> <li>◆ Review documents and see how they can be improved.</li> <li>◆ See if the two documents can be combined into one document.</li> <li>◆ Automate the calculations as much as possible.</li> <li>◆ Have the revised document broken out by phases and align with the PPM workflow phases.</li> <li>◆ Review and see if the document can be categorized on the 9 process areas used by PMBOK.</li> <li>◆ Review the document and see if the appropriate questions are being asked. Are there any questions that are missing that would be beneficial?</li> <li>◆ The QA group keeps an access database and keeps track of the information collected at project closeout.</li> <li>◆ Review the Benefits Realization questions.</li> </ul>
2	Lessons Learned <ul style="list-style-type: none"> <li>◆ Have the document available for each gate. The PM should not wait until the project closes to start the Lessons Learned.</li> <li>◆ After the document has been revised, see if it should be made a mandatory document that should be updated for each gate.</li> <li>◆ The Lessons Learned should not be a negative reflection on the PM but a learning tool for the PM and the agency.</li> <li>◆ The Lessons Learned should be presented to the PMAG quarterly for discussion.</li> </ul>
3	Rate Discussion Update <ul style="list-style-type: none"> <li>◆ No news to report.</li> </ul>

## Issues

1	Need participation from the agencies.
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## **Action Items**

1	Team – review the documents and provide feedback.
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